

INTERNAL QUALITY ASSURANCE CELL(IQAC)

HENRY BAKER COLLEGE MELUKAVU

HBC/IQAC/2014-15/01

MINUTES OF THE IQAC MEETING

held on 04/08/2014, Monday at 3.00 Pm. in Principal's Office

Chairperson: Dr. Aneyamma Varghese, Principal

Members Present the Meeting

1. Dr. Aneyamma Varghese, Principal *Aneyamma V.*
2. Prof. Korah Jacob *Korah Jacob*
3. Prof. Renjith Sebastian *Renjith Sebastian*
4. Prof. P.M Joseph *P.M Joseph*
5. Prof. Annie George *Annie George*
6. Dr, Antony Joseph *Antony Joseph*
7. Dr. K. Jeevan Kumar *K. Jeevan Kumar*
8. Dr. Babu Joseph *Babu Joseph*
9. Dr.Beena Paul *Beena Paul*
10. Prof. Ansa Andrews *Ansa Andrews*
11. Prof. Shinu Thomas P *Shinu Thomas P*
12. Sri. K P George *K P George*
13. Mr. Devis Bastin *Devis Bastin*
14. Ms. Aparna Merin Mathew *Aparna M.*

Agenda of the Meeting

1. Analysis of NAAC Accreditation Process
2. Add on/Certificate Courses
3. Academic Calendar Plan & Calendar
4. Mentoring
5. Application of New Course
6. Students Orientation Programmes
7. Result Analysis
8. Extension Programmes
9. Workshops/ Seminars
10. Monthly Unit Test

Decisions of the Meeting

1. A sub committee formed for studying UGC - NAAC accreditation process.
2. Decided to start Skill oriented add on / Certificate Courses
3. Approve and forward Academic Plan and Calendar to Staff Council
4. Decided to implement a Centralized System for Mentoring
5. Decided to submit application for New Degree Course B.Com. Model II Computer Application
6. Decided to conduct Orientation Programmes for Students
7. Decided to give directions to departments for doing Result analysis
8. Decided to organize more out reach and experiential learning programmes
9. Decided to organize research oriented National and Regional Workshops and Seminars.
10. Decided to Conduct Monthly Unit Test for all programmes.

The meeting ends up with 4.00 PM

Korah Jacob
Prof. Korah Jacob
Co-ordinator, IQAC



Aneyamma V.
Dr. Aneyamma Varghese
Principal
HENRY BAKER COLLEGE
MELUKAVU